To: MacWilliams, Lori, Rush, Sarah, Campbell, Judy, Derose, Darren, 1600 - Buffalo Region (BURRELL)
From: 1610 - Buffalo ROU (BRZEZIE)
Posted: 10/1/97 14:30
Opened: 10/13/97 13:37
Subject: FWRD: Records Retention

forwarding as information....

========== <Forwarded Letter> ==========
From: Deschenes, Gerry R.
To: 1610
Subject: Records Retention
Posted: 10/01/97 17:36
Priority: Normal Priority

To: All Rou's

Questions have arisen regarding the current status of our Records Retention Policy.

Our document retention schedules continue to be under suspension. This means that you cannot destroy any records under our records retention policy which is outlined in the Policy and Procedure in Netscape.
These documents continue to be Litigation responsive.
Arrangements are being made to allow for shipping of documents to Winston-Salem, where storage of these documents at ROU's is becoming a problem because of limited space.
When arrangements are finalized, procedures for packing and shipping will be communicated to the ROU's. This should occur within the next two weeks.
If you have any questions please contact your Sales Employment Practices Manager.

Gerry Deschenes, Mary Carroll

Source: https://www.industrydocuments.ucsf.edu/docs/lrbn0000